

**RULES RELATING TO COMPULSORY MINIMUM TRAINING STANDARDS FOR JAILORS OR CUSTODIAL OFFICERS, COURTHOUSE AND COURTROOM SECURITY OFFICERS AND PROCESS SERVICE OFFICERS**

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**Editor's note**

Pursuant to the provisions of subdivisions ~~5, 6, 7, 8,~~ and ~~9~~ of § ~~9-170~~ 9.1-102 and 53.1-120 of the Code of Virginia, the Criminal Justice Services Board hereby promulgates the following rules for Compulsory Minimum Training Standards for Jailors of Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers.

**6 VAC 20-50-10 Definitions.**

The following words and terms, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise:

"Agency administrator" means any chief of police, sheriff or agency head of a state or local law-enforcement agency or agency head of a local correctional facility.

"Academy director" means the chief administrative officer of a certified training academy.

"Approved training" means training approved by the Department to meet minimum training standards.

~~"Approved training school" means a training school which provides instruction of at least the minimum training as standards mandated by the board and has been approved by the department for the specific purpose of training criminal justice personnel.~~

"Board" means the Criminal Justice Services Board.

"Certified Training Academy" means a training facility in compliance with academy certification standards operated by the State or local unit(s) of government for the purpose of providing instruction of compulsory minimum training standards.

"Compulsory minimum training standards" means the categories and performance outcomes approved by the Criminal Justice Services Board.

"Curriculum Review Committee" means a committee consisting of nine (9) individuals representing the conduct of entry-level jailor or custodial officer, courthouse and courtroom security officer, and process service officer training. The composition of the Committee shall be three (3) representatives of sheriff's offices, three (3) representatives of regional jails, (2) representatives from academies, and one(1) representative of the Department of Criminal Justice Services Jails Training Unit.

"Department" means the Department of Criminal Justice Services.

"Director" means the chief administrative officer of the department.

"Full-time attendance" means that officers in training shall attend all classes and shall not be placed on duty or call except in cases of emergency for the duration of the school.

"School director" means the chief administrative officer of an approved training school.

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §1; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-20 Compulsory minimum training standards.**

Pursuant to the provisions of subdivisions ~~5, 67, 8~~ and ~~79~~ of §§~~9-170~~ 9.1-102 and 53.1-120 of the Code of Virginia, the board establishes the following standards for as the Compulsory Minimum Training Standards for full and part-time Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers.

~~A. Core subjects for jailors or custodial officers, courthouse and courtroom security officers and process service officers.~~

~~1. Basic administration. Testing not required.~~

~~a. Orientation.~~

~~b.a. Notebook construction and notetaking.~~

~~e-b. Testing and evaluation.~~

~~d-c. Training standards/training overview.~~

~~2. Background materials:~~

~~a. Code of ethics.~~

~~b. Jail/criminal justice history.~~

~~e. Court systems.~~

~~d. Commonwealth/defense attorneys/judges.~~

~~e. Juvenile offender/juvenile justice system.~~

~~f. Freedom of Information Act.~~

~~g. Community relations: public responsibility.~~

~~h. Community relations: probation and parole.~~

~~i. Community relations: work release.~~

~~j. Community relations: community resources.~~

~~k. Community relations: communications and crisis.~~

~~3. Legal issues:~~

~~a. Code of Virginia.~~

~~b. Constitutional law and civil liability.~~

~~e. Laws of arrest.~~

~~d. Rules of evidence.~~

~~e. Probable cause.~~

~~f. Juvenile law.~~

~~g. Search and seizure.~~

~~4. Combined subjects:~~

~~a. Courtroom demeanor and testimony.~~

~~b. Transportation and physical restraints.~~

~~e. Officer safety and arrest techniques.~~

~~d. Hostages and disturbances.~~

~~e. Unusual prisoners.~~

~~f. Chemical agents.~~

~~g. Firearms.~~

~~h. Standard first aid.~~

~~i. Report writing.~~

~~j. Privacy of criminal history and records.~~

~~k. Searches (cell/persons).~~

~~l. Stress.~~

~~m. Fire safety.~~

~~n. Crisis intervention.~~

~~B. Jailors or custodial officers.~~

~~1. Jail operations/security.~~

- ~~a. Standards for local jails/lockups.~~
- ~~b. Basic security overview.~~
- ~~e. Supervisory techniques.~~
- ~~d. Inmate behavior.~~
- ~~e. Inmate supervision.~~
- ~~f. Key control/head counts.~~
- ~~g. Classification.~~
- ~~h. Receiving and discharging inmates.~~
- ~~i. Escapes.~~
- ~~j. Trustees.~~
- ~~k. Medication.~~
- ~~l. Discipline/due process.~~
- ~~m. Introduction to fingerprinting.~~
- ~~n. Protecting a crime scene.~~
- ~~o. Jail climate and jailors.~~

~~C. Courtroom security officers and process service officers.~~

~~1. Court security.~~

- ~~a. Duties and responsibilities.~~
- ~~b. Security threats, problems, and explosives.~~
- ~~e. Identification of personnel/package control detection.~~
- ~~d. Sequestered juries/witnesses.~~
- ~~e. Moot problem/courtroom search.~~

~~2. Civil process:~~

~~a. Laws of civil process and implementation duties:~~

~~b. Department of Motor Vehicles:~~

~~c. Legal document workshop:~~

~~TOTALS:~~

~~**JAILORS OR CUSTODIAL OFFICERS .....152**~~

~~**COURTROOM SECURITY OFFICERS AND PROCESS SERVICE OFFICERS .....172**~~

**A. Performance outcomes are detailed in the document entitled “Performance Outcomes for Compulsory Minimum Training for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers,” January, 2005.**

**B. Academy training categories**

<b><u>1. Professionalism, Performance Outcomes</u></b>	<b><u>1.1-- 1.3</u></b>
<b><u>2. Legal Issues, Performance Outcomes</u></b>	<b><u>2.1 – 2.18</u></b>
<b><u>3. Communications, Performance Outcomes</u></b>	<b><u>3.1 – 3.13</u></b>
<b><u>4. Operations, Performance Outcomes</u></b>	<b><u>4.1 -- 4. 9</u></b>
<b><u>5. Investigations, Performance Outcomes</u></b>	<b><u>5.1 – 5. 5</u></b>
<b><u>6. Defensive Tactics/Use of Force, Performance Outcomes</u></b>	<b><u>6.1 – 6.17</u></b>
<b><u>7. Weapons Use, Performance Outcomes</u></b>	<b><u>7.1 – 7.7</u></b>
<b><u>8. Driver Training, Performance Outcomes</u></b>	<b><u>8.1 – 8.3</u></b>
<b><u>9. Physical Training, Performance Outcomes</u></b>	<b><u>9.1 – 9.3</u></b>

**C. Jailor or Custodial Officer Field Training Performance Outcomes 10.1 – 10.58**

**D. Academy training categories --Courthouse and Courtroom Security Officer**

<b><u>1. Court Security Operations and Professionalism (separate requirement)</u></b>	<b><u>1.1 – 1.2</u></b>
<b><u>2. Legal Issues (same as Jail Performance Outcomes)</u></b>	<b><u>2.1 – 2.18</u></b>
<b><u>3. Communications (same as Jail Performance Outcomes)</u></b>	<b><u>3.1 – 3.13</u></b>
<b><u>6. Defensive Tactics/Use of Force (same as Jail Performance Outcome)</u></b>	<b><u>6.1 – 6.17</u></b>
<b><u>7. Weapons Use (same as Jail Performance Outcomes)</u></b>	<b><u>7.1 – 7.7</u></b>
<b><u>8. Transportation (same as Jail Performance Outcomes)</u></b>	<b><u>8.1 – 8.3</u></b>
<b><u>9. Physical Training (same as Jail Performance Outcomes)</u></b>	<b><u>9.1 – 9.6</u></b>

**E. Courthouse and Courtroom Security Officer Field Training Performance Outcomes 10.1—10.7**

**F. Academy training categories -- Process Service Officer**

<b><u>1. Process Service Officer Operations (separate requirement)</u></b>	<b><u>1.1 – 1.8</u></b>
<b><u>2. Legal Issues (same as Jail Performance Outcomes)</u></b>	<b><u>2.1 – 2.18</u></b>
<b><u>3. Communications (same as Jail Performance Outcomes)</u></b>	<b><u>3.1 – 3.13</u></b>
<b><u>6. Defensive Tactics/Use of Force (same as Jail Performance Outcomes)</u></b>	<b><u>6.1 – 6.17</u></b>
<b><u>7. Weapons Use (same as Jail Performance Outcomes)</u></b>	<b><u>7.1 – 7.7</u></b>
<b><u>8. Transportation (same as Jail Performance Outcomes)</u></b>	<b><u>8.1 – 8.3</u></b>
<b><u>9. Physical Training (same as Jail Performance Outcomes)</u></b>	<b><u>9.1 – 9.6</u></b>

**G. Process Service Officer Field Training Performance Outcomes** **10.1—10.6**

**6 VAC 20-50-21 Approval authority**

**A. The Criminal Justice Services Board shall be the approval authority for the training categories and performance outcomes of the compulsory minimum training standards. Amendments to the training categories and performance outcomes shall be made in accordance with the provisions of the Administrative Process Act (§2.2-4000 et seq. of the Code of Virginia).**

**B. The Committee on Training of the Criminal Justice Services Board shall be the approval authority for the training objectives, criteria and lesson plan guides that support the performance outcomes. Training objectives, criteria and lesson plan guides supporting the compulsory minimum training standards and performance outcomes may be added, deleted, or amended by the Committee on Training based upon recommendation of a chief of police, sheriff, agency administrator, academy director, Curriculum Review Committee, interested party or member of the community. Changes to the training categories and performance outcomes will only be made in accordance with the provisions of the APA.**

**C. Prior to approving changes to the training objectives, criteria or lesson plan guides, the Committee on Training shall conduct a public hearing. Sixty (60) days prior to the public hearing, the proposed changes shall be distributed to all affected parties for the opportunity to comment. Notice of change of training objectives, criteria, and lesson plan guides shall be filed for publication in the Virginia Register of Regulations upon adoption, change or deletion. The department shall notify each certified academy in writing of any new, revised, or deleted objectives. Such adoptions, changes or deletions shall become effective thirty (30) days after notice of publication in the Virginia Register. Changes to the training categories and performance outcomes will only be made in accordance with the provisions of the APA.**

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §2; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**Cross references**

Approved jailor or custodial officer training schools, 6VAC20-50-60

Officer compliance with the applicable performance objectives and subjects, 6VAC20-50-70

**6 VAC 20-50-30 Applicability.**

- A. Every person employed as a jailor or custodial officer in accordance with §~~9-170(7)~~9.1-102(9), of the Code of Virginia, shall meet compulsory minimum training standards established in subsections A, ~~and B, and C~~ of 6VAC20-50-20 unless provided otherwise in accordance with subsection C of this section.
- B. Every person employed as a Courthouse and Courtroom Security Officer~~Deputy Sheriff Designated to Serve Process~~ in accordance with subdivisions ~~5~~7, and ~~6~~ of §9-170 of the Code of Virginia, shall meet compulsory minimum training standards established in subsections ~~AD~~ and ~~CE~~ of 6VAC20-50-20 unless provided otherwise in accordance with subsection C of this section.

**C. Every person employed as a Deputy Sheriff Designated to Serve Process in accordance with subdivision 8 of the Code of Virginia shall meet compulsory minimum training standards established in subsections F and G of 6 VAC20-50-20 unless provided otherwise in accordance with subsection C of this section.**

~~C-D.~~The director may grant an exemption or partial exemption of the compulsory minimum training standards as established herein, in accordance with §~~9-173~~9.1-116 of the Code of Virginia.

**Statutory Authority**

§~~9-170~~9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §3; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**Cross references**

Time requirement for completion of training of officers, 6VAC20-50-40

Officer compliance with the applicable performance objectives and subjects, 6VAC20-50-70

**6 VAC 20-50-40 Time requirement for completion of training.**

- A. Every jailor or custodial officer, courthouse and courtroom security officer and process service officer who is required to comply with the compulsory minimum training standards shall satisfactorily complete such training within 12 months of the date of appointment as a jailor or custodial officer, courtroom security officer or process service officer unless provided otherwise in accordance with subsection B of this section.
- B. The director may grant an extension of the time limit for completion of the minimum training required upon presentation of evidence by the agency administrator that such officer was unable to complete the required training within the specified time limit due to illness, injury, military service, special duty assignment required and performed in the public interest or leave without pay or suspension pending investigation or adjudication of a crime. The agency administrator shall request such extension prior to expiration of any time limit.
- C. Any jailor or custodial officer, courthouse and courtroom security officer or process service officer who originally complied with all applicable training requirements and later separated from jailor or custodial officer, courtroom security officer, process service officer status, in excess of 24 months, upon reentry as a jailor, courthouse and courtroom security officer/process server will be required

to complete all compulsory minimum training standards unless provided otherwise in accordance with 6VAC20-50-30 ED.

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §4; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**Cross references**

Officer compliance with the applicable performance objectives and subjects, 6VAC20-50-70

**6 VAC 20-50-50 How compulsory minimum training may be attained.**

- A. The compulsory minimum training standards shall be attained by attending and satisfactorily completing performance outcomes at an approved certified training school academy and field training requirements.
- B. Officers attending an approved certified training school academy are required to attend all classes and should not be placed on duty or on call except in cases of emergency.
- C. All approved certified training schools academies which that begin on or after July 1, 1990 2006, shall be conducted in conformance with the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on April 4, 1990 (date to be included later). However, the period July 1, 1990 (date to be included later), through June 30, 1991 (date to be included later), shall serve as a transition period wherein certified training schools academies may be approved by the department to conduct training according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial/Courthouse and Courtroom Security Officers/Deputy Sheriffs Designated to Serve Process as amended by the board on April 1, 1987, or according to the Rules Relating to Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers as amended by the board on April 4, 1990 (date to be included later).

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §5; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-60 Approved Certified training schools academies.**

- A. ~~Jailor or custodial officer training schools, in order to meet 6 VAC 20-50-20 A and B of this chapter, shall be approved by the department prior to the first scheduled class. Courthouse and Courtroom security officers and process service officers training schools, in order to meet 6 VAC 20-50-20 A and C of this chapter, shall be approved prior to the first scheduled class. Combined jailor or custodial officer, courthouse and courtroom security officers and process service officer training schools, in order to meet 6VAC20-50-20 A, B and C of this chapter, shall be approved prior to the first scheduled class. Approval is requested by making application to the director on forms provided by the department. The director may approve those schools which on the basis of curricula, instructors, facilities, and examinations, provide the required minimum training. One~~

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~~application for all mandated training shall be submitted prior to the beginning of each fiscal year. A curriculum listing the subjects, the instructors, dates and times for the entire proposed training session shall be submitted to the department 30 days prior to the beginning of each such proposed session. An exemption to the 30 day requirement may be granted for good cause shown by the school director.~~

A. To become a certified academy, a state or local unit of government must demonstrate a need that contains the following elements:

1. The inability to obtain adequate training from existing academies or a sufficient hardship that renders the use of other existing academies impractical.
2. Based upon a training needs assessment, a sufficient number of officers to warrant the establishment of a full-time training function for a minimum of five years.

B. In addition, the state or local unit of government must make the following commitments:

1. Provide a full range of training to include entry-level training, in-service training, instructor certification and recertification training and specialized training.
2. Assignment of one position with primary responsibility as academy director and one clerical position to support training and training related functions.
3. Maintain a training facility adequate to conduct training in accordance with academy certification standards.
4. Commitment of sufficient funding to adequately support the training function.

C. Process:

1. The state or local governmental unit shall submit a justification, as outlined in § B above, to the Committee on Training which shall review the justification and make a recommendation to the department as to whether or not the establishment of an academy is warranted.
2. If the Committee on Training recommends the establishment of the proposed academy, the department shall make a determination as to whether or not the establishment of the academy is warranted.
3. If the establishment of the academy is approved by the department, the proposed academy must successfully complete the academy certification process and be in compliance with §15.2-1747 of the Code of Virginia.

~~B.D.~~ Each school certified academy director will be required to shall maintain a file of all current lesson plans and supporting material for each subject contained in the compulsory minimum training standards. The certified training academy shall submit to the department its curriculum and other information as designated within time limits established by the department.

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~~C.E.~~ Schools~~Certified academies~~ ~~which~~that are approved ~~will~~shall be subject to inspection and review by the director.

~~D.F.~~ The department may suspend or revoke the approval of an approved~~certified~~ training ~~school~~academy upon written notice, ~~which shall contain the reason(s) upon which the suspension is based~~, to the ~~school's~~ academy's director. The notice shall contain the reason(s) upon which the suspension or revocation is based. The ~~school's~~academy's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of suspension/revocation. The school's director may appeal the decision of the director or his designee to the board. Such request shall be in writing and must be received by the board within 15 days of the date of the decision of the director or his designee.

~~E.~~ ~~The department may revoke the approval of any approved training school upon written notice, which shall contain the reason(s) upon which the revocation is based, to the school's director. The school's director may request a hearing before the director or his designee. The request shall be in writing and must be received by the department within 15 days of the date of the notice of revocation. The school's director may appeal the decision of the director or his designee to the board. Such request shall be in writing and must be received by the board within 15 days of the date of the decision of the director or his designee.~~

**Statutory Authority**

§~~9-170~~ 9.1-102 and 15.2-1747 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §6; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-70 Grading.**

~~A.~~ ~~Each officer designated as provided for in 6VAC20-50-30 A and C shall comply with the applicable performance objectives and subjects set forth in 6VAC20-50-20 and the document entitled "Performance Based Training and Testing Objectives for Compulsory Minimum Training Standards for Jailors or Custodial Officers, Courthouse and Courtroom Security Officers and Process Service Officers" (October 1989), which is incorporated by reference and made a part of this regulation.~~

~~B.~~A. All approved certified training ~~schools~~academies shall utilize testing procedures which indicate that every officer, prior to satisfactory completion of the training ~~school~~, has passed the criteria for testing and met the requirements training objectives set forth in related to each performance objective outcome specified in the document entitled "Performance ~~Based Training and Testing Objectives~~Outcomes for Compulsory Minimum Training Standards for Jailors or Custodial Officer, Courthouse and Courtroom Security Officers and Process Service Officers."

~~C.B.~~ The officer may be tested and retested as may be necessary within the limits of 6VAC20-50-40 A of these rules and each certified training academy's written policy. An officer shall not be certified as having complied with the compulsory minimum training standards unless all applicable requirements have been met.

C. Certified training academies shall maintain accurate records of all tests, grades and testing procedures. Academy training records must be maintained in accordance with the provisions of these rules and §§42.1-76 through 42.1-91 of the Code of Virginia.

~~D. The following firearms training will be required for each officer attending an approved school:~~

- ~~1. Nomenclature and care of service handgun;~~
- ~~2. Safety (on the firearms range, on duty and off duty);~~
- ~~3. Legal responsibilities and liabilities of firearms;~~
- ~~4. Service handgun (handling, firing principles);~~
- ~~5. Dry firing and application of basic shooting principles;~~
- ~~6. Prequalification shooting (150 rounds, minimum);~~
- ~~7. Virginia Modified Double Action Course (70% minimum qualification required);~~
- ~~8. Qualification (70% minimum required) on one of the following record courses:~~
  - ~~a. Modified Tactical Revolver Course~~
  - ~~b. Modified Practical Pistol Course~~
  - ~~c. Virginia Modified Combat Course I~~
  - ~~d. Virginia Modified Combat Course II~~

~~E. Familiarization with the police shotgun (20 rounds required shoulder and hip position).~~

**Statutory Authority**

~~§ 9-170~~ § 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §7; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-80 Failure to comply with rules and regulations.**

~~Any jailor or custodial officer, courthouse and courtroom security officer and process service officer attending an approved training school shall comply with the rules and regulations promulgated by the board and any other rules and regulations within the authority established by the approved training school. The school director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the school director considers a violation of the rules and regulations detrimental to the welfare of the school, the school director may expel the officer from the school. Notification of such action shall be reported in writing within 48 hours to the officer's agency administrator and the director.~~

Any individual attending a certified training academy shall comply with the rules and regulations promulgated by the department. The academy director shall be responsible for enforcement of all rules and regulations established to govern the conduct of attendees. If the academy director considers a violation of the rules and regulations detrimental to the welfare of the academy, the academy director may expel the

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officer from the academy. Notification of such action shall immediately be reported, in writing, to the agency administrator of the officer in accordance with rules and regulations within the authority of the certified training academy.

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §8; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990

**6 VAC 20-50-90 Administrative requirements.**

~~A. Reports will be required from the agency administrator and school director on forms approved or provided by the department and at such times as designated by the director.~~

~~B. The school director shall, within 30 days upon completion of an approved training school session, submit to the department a roster containing the names of those officers who have satisfactorily completed all training requirements and, if applicable, a revised curriculum for the training session.~~

~~C. The school director shall furnish each instructor with objectives for the assigned subject matter.~~

~~D. Approved training schools for jailors or custodial officers, courthouse and courtroom security officers and process service officers shall maintain accurate records of all tests, grades and testing procedures. Training school records shall be maintained in accordance with the provisions of these rules and §§42.1-67 through 42.1-91 of the Code of Virginia.~~

A. Reports will be required from the agency administrator and academy director on forms approved by the department and at such times as designated by the director.

B. The agency administrator shall forward a properly executed field training form to the department for each officer, within twelve months of employment.

C. The academy director shall, within thirty (30) days upon completion of approved training, comply with the following:

1. Submit to the department a roster containing the names of those officers who have satisfactorily completed the compulsory minimum training standards.
2. Submit to the department the final curriculum with the training objectives, hours and instructor names listed.

D. The academy director shall furnish each instructor with the applicable performance outcomes, criteria and lesson plan guides for assigned subject matter.

**Statutory Authority**

§~~9-170~~ 9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §9; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-100 Effective date.**

This chapter shall be effective on and after ~~July 1, 1990~~(anticipated for March 1, 2007), and until amended or repealed.

**Statutory Authority**

§~~9-170~~9.1-102 of the Code of Virginia.

**Historical Notes**

Derived from VR240-01-4 §10; eff. July 1, 1987; amended, Virginia Register Volume 6, Issue 16, eff. July 1, 1990.

**6 VAC 20-50-110 Performance Outcomes**

**Jail, Court Security, Civil Process Service Performance Outcomes -- Category 1**

**Professionalism**

**In conjunction with responding to calls for jail, court security or civil process service, the officer must demonstrate professionalism in every aspect of performance of these services. The officer faces challenges every day that require knowledge, judgment, skill, and ability from multiple and varied sources. To meet those successfully, the officer must attain and maintain professionalism in the performance of all duties. Expected performance outcomes include the following:**

**1.1. - 1.3. Jail and 1.6. Court Security/Civil Process Professionalism**

**1.1. and 1.6 (CS/CP) Maintain a professional appearance with respect to clothing, grooming, and equipment.**

**1.2. and 1.7 (CS/CP) Behave in a fair, positive and courteous manner with inmates and the public to develop a trust relationship and positive community relationship.**

**1.3. and 1.8 (CS/CP) Apply knowledge of the law relating to gambling and identify its impact on professionalism.**

**Jail, Court Security, Civil Process Service Performance Outcomes -- Category 2**

**Legal Issues**

**In conjunction with responding to calls for jail, court security, or civil process service, the officer must identify legal requirements related to the Constitution of the United States, the Code of Virginia, and/or local ordinances where applicable. Expected performance outcomes include this basic knowledge and cover the following:**

**2.1- 2.16 Basic Law**

**2.1. Perform the duties of a deputy/jail officer in compliance with constitutional requirements and the Bill of Rights.**

**2.2. Perform the duties of a deputy/jail officer/court security or civil process service officer with awareness of personal and agency liability.**

**2.3. Perform duties of a deputy/jail officer according to laws governing the office of sheriff and regional jails.**

**2.4. Respond to request by determining whether the facts are civil or criminal.**

**2.5. Obtain an arrest warrant from proper authority.**

**2.6. Arrest persons with a warrant.**

**2.7. Arrest persons without a warrant.**

**2.8. Answer questions regarding the progress of a case according to rules of privacy and security controlling access to records.**

**2.9. Serve mental health commitment papers.**

**2.10. Apply knowledge of the law to related to family abuse and protective orders.**

**2.11. Apply knowledge of law to obtain information from a subject conforming to constitutional requirements.**

**2.12. Conduct searches and seizures under the following conditions:**

**- with and without a warrant**

**- incident to hot pursuit**

**- with or without consent**

**- incident to arrest**

**- confer with the local Commonwealth's Attorney under unusual search and seizure circumstances**

**2.13. Frisk or search a subject.**

**2.14. Identify, establish custody of, and record a chain of custody for evidence, seized or detained property, or recovered property.**

**2.15. Identify legal basis for use of force by an officer.**

**2.16. Identify the circumstances under which a person is fingerprinted.**

Jail, Court Security, Civil Process Service Performance Outcomes -- Category 3

Communications

In conjunction with responding to calls for jail, court security, civil process service, the officer must demonstrate knowledge of and ability to utilize a variety of communication skills designed to support the various duties required of the officer. Expected performance outcomes include this basic knowledge and cover the following:

3.1 - 3.13.

3.1. Communicate with law enforcement and detention facility personnel to exchange information in order to obtain or provide assistance in an investigation.

3.2. Interview a complainant, witness, victim, or inmate.

3.3. Summarize in writing the statements of inmates, witnesses and complainants.

3.4. Answer inquiries from prisoners or about prisoners according to agency policy (including talking with family, other people authorized by adult prisoners, or other agencies).

3.5. Calm emotionally upset individuals, and communicate an emergency message.

3.6. Use crisis communication techniques as appropriate (hostile/confrontational persons). Maintain calm and prevent a situation from becoming worse.

3.7. Stop or intervene with persons attempting to commit suicide.

3.8. Stop or intervene with persons attempting to commit suicide.

3.9. Write reports.

3.10. Prepare written reports to record injuries to inmates, an officer, and an employee or a civilian.

3.11. Prepare for court testimony and testify in court; in a legal and an administrative proceeding; before grand juries; in criminal trials; in evidence suppression hearings; in implied consent hearings; at probable cause hearings.

**3.12. Verbally communicate with people with different levels of understanding.**

**3.13. Manage stress professionally.**

**Jail Performance Outcomes -- Category 4**

**Operations**

**In conjunction with responding to calls for jail services, the officer must demonstrate knowledge and ability to perform duties related to jail operations. Expected performance outcomes include this basic knowledge and cover the following:**

**4.1 - 4.9.**

**4.1. Commit a prisoner to a jail.**

**4.2. Supervise an inmate within a jail according to classification criteria.**

**4.3. Identify the records, documents and reports used within a jail.**

**4.4. Monitor visitors and inmates.**

**4.5. Observe and supervise inmates within and outside of a jail.**

**4.6. Transfer and/or release an inmate from a jail.**

**4.7. Protect inmates as needed and control violent or unruly inmates.**

**4.8. Administer cardio-pulmonary resuscitation (CPR) and basic first aid.**

**4.9. Conduct jail operations with awareness of terrorism possibilities.**

**Jail Performance Outcomes -- Category 5**

**Investigations**

**In conjunction with responding to calls for jail services, the officer must demonstrate knowledge and ability relating to investigational skills designed to support the various duties of an officer. Expected performance outcomes include this basic knowledge and cover the following:**

**5.1. - 5.5.**

**5.1. Investigate complaints from inmates.**

**5.2. Use structured problem solving method to identify and alleviate the causes of problems within the jail.**

**5.3. Observe individual to recognize signs of abnormal behavior/mental illness.**

**5.4. Investigate unusual odors and sounds.**

**5.5. Investigate injuries to inmates.**

**Jail, Court Security, Civil Process Service Performance Outcomes -- Category 6**

**Defensive Tactics/Use of Force**

**In conjunction with responding to calls for jail, court security, civil process service, the officer must demonstrate knowledge of and ability to utilize a variety of defensive tactics along with judgment necessary to evaluate a situation relating to appropriate use of force. The safety of the officer and the public being served is vitally influenced by this knowledge and ability. Expected performance outcomes include this basic knowledge and cover the following:**

**6.1. - 6.5 Officer Safety**

**6.1. Search juvenile(s), visitor(s), subject(s), arrested person(s), or inmates(s)**

**6.2. Restrain publicly intoxicated, disruptive, or violent individuals.**

**6.3. Participate in cell and area searches when assigned.**

**6.4. Extract a subject out of a vehicle and a cell.**

**6.5. Approach people on foot and from department vehicle.**

**6.6 - 6.7. Judgment and Use of Force Criteria**

**6.6. Identify necessary and appropriate use of force.**

**6.7. Break up fights between two or more persons.**

**6.8. - 6.13. Weaponless Defense Techniques**

**6.8. Use weaponless techniques to subdue a subject resisting arrest or to control a subject.**

**6.9. Subdue a physically attacking person.**

**6.10. Subdue a non-compliant subject/inmate and place in a prone position.**

**6.11. Pursue a fleeing subject/inmate on foot and subdue the subject/inmate when apprehended.**

**6.12. Use touch pressure or striking pressure to control a subject/inmate.**

**6.13. Disarm an armed subject.**

**6.14. Impact Weapon Techniques**

**6.14. Use an impact weapon to control a subject.**

**6.15. Physical Restraints**

**6.15. Handcuff subject(s) and apply restraints.**

**6.17. Chemical Agents**

**6.17. Use chemical agents and other crowd management equipment.**

**6.18. Control non-violent groups, hostile groups, and/or disorderly assemblies and when necessary, physically restrain a crowd or confront in tactical formation.**

Jail, Court Security, Civil Process Service Performance Outcomes -- Category 7

Weapons Use

In conjunction with responding to calls for jail, court security, civil process service, the officer must demonstrate knowledge of and ability to utilize a variety of weapons along with judgment necessary to evaluate a situation relating to appropriate use of force. The safety of the officer and the public being served is vitally influenced by this knowledge and ability. Expected performance outcomes include this basic knowledge and cover the following:

7.1. - 7.6. Firearms - Using, Cleaning, Transporting, Security

7.1. Clean and inspect weapon system.

7.2. Using proper hand grip and observation, draw issued weapon from holster.

7.3. Clear stoppage in semi-automatic weapons, revolvers, and shotguns. Demonstrate safe handling of weapons the range and on and off duty.

7.4. Fire a handgun and shotgun in various combat situations using issued equipment.

7.5. Secure weapons while off duty.

7.6. Carry a firearm when off duty.

Jail, Court Security, Civil Process Service Performance Outcomes – Category 8

Transportation

In conjunction with responding to calls for jail, court security, civil process service, the officer must demonstrate knowledge of and ability to drive a vehicle. The safety of the officer and the public being served is vitally influenced by this knowledge and ability. Expected performance outcomes include this basic knowledge and cover the following:

8.1. - 8.3. Judgment and Application

8.1. Operate agency vehicle on various road surfaces and conditions.

8.2. Transport person(s) to various locations outside of the institution.

8.3. Transport ill or injured subject to receive medical care.

Jail, Court Security, Civil Process Performance Outcomes -- Category 9

Physical Training

In conjunction with responding to calls for jail, court security, or civil process service, the officer must demonstrate knowledge of physical skills and ability necessary to carry out these tasks. The safety of the officer and the public being served is vitally influenced by this knowledge and ability. Expected performance outcomes include this basic knowledge and cover the following:

9.1. - 9.3. Fit for Service

9.1. Participate in physical training requirements of basic academy training.

9.2. Ascend and descend two flights of stairs.

9.3. Lift, drag or push a heavy object or inmate and, when necessary, extract a person from a cell or vehicle to effect a rescue.

Jail Performance Outcomes -- Category 10

Field Training

In conjunction with completing basic academy training, the deputy/jail officer must identify requirements related to the employing agency, and community resources and agencies that may assist a person in need. Expected performance outcomes include this basic knowledge and cover the following:

6 VAC 20-50-11010.1. – 10.31. Policies, Procedures, and Operations

10.1. Identify agency policy regarding professional appearance related to clothing and grooming.

10.2. Identify agency policy and procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies/jail officers.

10.3. Identify agency policies related to commitment and treatment of prisoners.

10.4. Identify agency policy and procedure related to treatment of juvenile offenders.

10.5. Identify agency policy and procedure related to communicating information about a prisoner to internal and external authorities.

10.6. Identify agency policy and procedure for obtaining assistance for communicating

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**with various cultural backgrounds or with various disabilities.**

- 10.7. Identify agency policy and procedure related to receiving, securing, and disbursing funds from an inmate's personal account.**
- 10.8. Identify agency policy related to file and retrieving records in agency system.**
- 10.9. Identify agency policy related to removing a report from agency records system as appropriate and required by law and when assigned to make this removal.**
- 10.10. Identify agency policy for reporting maintenance problems.**
- 10.11. Identify agency policy for performing a safety inspection.**
- 10.12. Identify agency policy and procedures for participating in searches with multiple agencies.**
- 10.13. Identify agency policy and procedure for conducting interrogations.**
- 10.14. Identify agency policy regarding the communication of emergency messages.**
- 10.15. Identify agency policy and procedure for documenting proceedings related to dealing with emotionally upset individuals.**
- 10.16. Identify agency policy and procedure for documenting proceedings related to a inmate who commits suicide.**
- 10.17. Identify agency policy and procedures for obtaining an emergency custody order or temporary detention order.**
- 10.18. Identify department policy related to explaining a violation of county or municipal ordinance(s) that is the basis for issuing a summons to a violator.**
- 10.19. Identify department policy relating to use of discretion regarding a violation of law or ordinance.**
- 10.20. Identify agency policy and procedure for establishing and tracking chain of custody of evidence.**
- 10.21. Identify agency policy, procedure, and documentation required for return of property held as evidence when lawfully released.**
- 10.22. Identify agency policy and procedure for making a warrantless arrest.**
- 10.23. Identify agency policy regarding information that may be given to families of adult defendants.**
- 10.24. Identify agency policy and procedure to initiate inmate disciplinary actions.**

10.25. Identify agency policy and procedure to issue and document provision of non-prescription and prescription medicine in the absence of medical staff.

10.26. Identify agency policy related to sexual harassment in the workplace.

10.27. Identify agency policy and procedure related to operation of emergency vehicles.

10.28. Identify agency policy and procedures to follow upon the death of an inmate.

10.29. Identify agency policy and procedure for interrogations.

10.30. Identify department policy related to use of records, documents, and reports within the department.

10.31. Identify department policy and procedure for transporting and escorting a person for the purpose of obtaining personal property from a person under a restraining order

10.32 – 10.37. Use of Force, Weapons Use

10.32. Identify agency policy related to use of force.

10.33. Identify agency policy related to use of restraints, weapons (including impact weapons), electronic immobilization devices, and chemical sprays.

10.34. Identify agency policy and procedure for documenting injuries to a prisoner.

10.35. Identify agency policy and procedure for documenting injuries to staff.

10.36. Identify agency policy and procedure for documenting incidents that required a use of force.

10.37. Identify agency policy related to carrying a firearm while off duty.

10.38. – 10.40. Transporting Prisoners

10.38. Identify agency policy related to medical transports involving rescue squads or other non-agency vehicle.

10.39. Identify agency policy related to non-traditional medical transports, i.e., pregnant inmate, disabled inmate (various disabilities), etc.

10.40. Identify agency policy and procedure for searching, securing, and transporting a prisoner to mental health facility

**10.41 – 10.44. Safety Training**

**10.41. Complete the Virginia Occupational Safety and Health training related to exposure to blood borne pathogens.**

**10.42. Demonstrate use of protective gear for air borne pathogens.**

**10.43. Notify persons exposed to blood or body fluids while assisting a deputy or jail officer that they have a right to the test results for HIV or hepatitis.**

**10.44. Identify procedure for a deputy or jail officer to follow to obtain a blood sample from an individual related to a blood exposure.**

**10.45 – 10.61. General Tasks**

**10.45. Stand, walk or sit for more than half of work shift.**

**10.46. Perform duties while wearing heavy equipment other than a gun belt (SCBA, Scott Air Pack, Ballistic Vest, Riot Gear).**

**10.47. Participate in drills (fire, disaster, hostage situations, and/or evacuations).**

**10.48. Facilitate group meetings within facility, if assigned.**

**10.49. Review incoming and outgoing mail and distribute mail.**

**10.50. Operate controls and radios for facility.**

**10.51. Inspect security devices and report deficiencies.**

**10.52. Maintain security of keys and tools and report discrepancies.**

**10.53. Report and document need for repairs to any equipment or tools used in the facility.**

**10.54. Inspect/wear emergency response equipment and protective gear/apparatus of agency and report any deficiencies.**

**10.55. Operate agency fire extinguisher to extinguish fires.**

**10.56. Check audio/video communications equipment for proper operation and report any deficiencies.**

**10.57. Discuss any personal or on-the-job problems with your supervisor.**

**10.58. Inspect electrical wiring, plugs, and receptacles for operation and safety.**

**10.59. Inventory forms and other supplies.**

**10.60. Test emergency power supply when directed.**

**10.61. Fingerprint subject for commitment to jail if assigned.**

**Separate Court Security Performance Outcomes**

**1.1.– 1.5. Operations**

**1.1. Search courtrooms and court related areas for hidden weapons and contraband.**

**1.2. Search courtrooms and court related areas for hidden weapons and contraband.**

**1.3. Conduct periodic security checks to identify, correct and document any security breaches.**

**1.4. Evacuate courtrooms and court buildings in an emergency.**

**1.5. Conduct court security procedures with awareness of terrorism possibilities.**

**10.1. – 10.7. Court Security Field Training**

**10.1 Identify agency policy regarding professional appearance related to clothing and grooming.**

**10.2. Identify agency policy and procedures for handling violations of professional, ethical, or legal standards of conduct by fellow deputies/court security officers.**

**10.3. Identify agency policies related to security of prisoners in court and determining any special security needs.**

**10.4. Identify agency policy and procedure related to treatment of juvenile prisoners.**

**10.5. Identify agency policy and procedure related to communicating information about a prisoner to internal and external authorities.**

**10.6. Identify agency policy and procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.**

**10.7 Identify department policy relating to emergency evacuation plans for courtrooms and courthouses.**

**10.8. Identify department policy and procedures related to jury protection and jury sequestering.**

**Separate Civil Process Service Performance Outcomes**

**1.1 – 1.8, Operations**

**1.1. Serve civil process and/or make proper return.**

**1.2. Handle problems encountered with animals during evictions and levies.**

**1.3. Halt civil process proceedings due to bankruptcy.**

**1.4. Notify jurors for potential jury service when assigned.**

**1.5. Execute levies.**

**1.6. Serve eviction notices.**

**1.7. Execute eviction orders using deputy safety precautions.**

**1.8. Oversee removal of physical property of evictee from premises.**

**10.1. – 10.6. Civil Process Service Field Training**

**10.1. Identify agency policy regarding professional appearance related to clothing and grooming.**

**10.2. Identify agency policy and procedures for handling violations of professional, ethical, or legal standards of conduct by fellow process service officers.**

**10.3. Identify agency policy and procedure related to communicating information about service of process to internal and external authorities.**

**10.4. Identify agency policy and procedure for obtaining assistance for communicating with various cultural backgrounds or with various disabilities.**

**10.5. Identify agency policy and procedures for eviction when an outstanding warrant exists.**

**10.6. Identify department policy related to explaining a violation of county or municipal ordinance(s) that is the basis for service of process.**

**FORMS**

Application for Exemption From Virginia Compulsory Minimum Training Standards, Form W-2, eff. 1/91.

Criminal Justice Training Roster, Form 41, eff. 1/93

Field Training Form: Deputy/Jail Officer, Form (number to be announced later), eff. 6/2007

Field Training Form: Court Security/Civil Process Service Officer, Form (number to be announced later), eff. 6/2007

**FORMS**

~~Application for Exemption From Virginia Compulsory Minimum Training Standards, Form W-2, eff. 1/91.~~

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